



Foreign Affairs Handbook

6 FAM – General Services

Change Transmittal: GS-176

Date: July 12, 2013

6 FAM 1930 LOCAL TRANSPORTATION

Changes

1. This Change Transmittal issues the following substantive revisions to subchapter 6 FAM 1930:
 - **6 FAM 1931-1, Department of State Employees:** The use of a U.S. Government vehicle for trips of 25 miles or more must be approved by the Office of Claims (CGFS/F/C); and
 - **6 FAM 1932.1, Authorization:** The use of Department shuttle buses is limited to the conduct of official business. The Transportation Equity Act of 2005 authorizes Federal agencies operating shuttles to transport an officer or employee of a Federal agency between the officer's or employee's place of employment and a mass transit facility (whether or not publicly owned), and subsequently deemed transportation for an official purpose; and
 - **6 FAM 1933.3, Administrative Approval:** Before reimbursement is made, claims authorized by 6 FAM 1933.1 must be administratively approved by a designated official. A copy of such designation must be forwarded to the Bureau of Budget and Planning (BP).
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of

Administration's Office of General Services Management (A/OPR/GSM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 6 FAM 1930 (CT:GS-164; 06-15-2011) and insert new subchapter 6 FAM 1930 (CT:GS-176; 07-12-2013).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:GS-176, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.